



# The California Department of Fish & Game Invites you to take the Open Statewide Examination for Statistical Methods Analyst III



**FINAL FILING DATE: April 8, 2010**

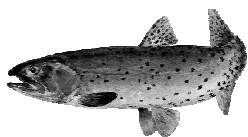
(Application must be postmarked by this date)

**This Bulletin cancels and supersedes the previous Bulletin with a final file date of February 18, 2010. If you applied for the previously advertised examination with the final file date of February 18, 2010, you do not have to submit a new state application (Std. 678).**

**Why not work to benefit California's environment?**

**Want to work with dedicated people who value and enjoy their work?**

**Our employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend. Join us and begin a meaningful new career.**



## **About the State Examination & Hiring Process:**

The first step in the State hiring process requires you to take a competitive examination for each separate permanent job classification. Examinations may be written, interview, or performance-based and are designed to test the knowledge and abilities required for the classification. After you take and pass a State examination, you are ranked and placed on an employment list for that classification. Once you are placed on the employment list, you can apply for job openings in that classification. For more information on the State examination and hiring process, visit our website at <http://www.dfg.ca.gov/jobs>.

## **Position Information**

### **Position Description:**

Under general direction, the Statistical Methods Analyst III applies mathematical-statistical theory in analyzing and solving the most complex statistical problems and developing new statistical methodology; to provide mathematical-statistical consultative services; and to do other related work. Positions in the research analyst classes are primarily concerned with the use of statistical data in the investigation and analysis of specific subject fields. Positions in the statistical series of classes are primarily concerned with the development of collection and reporting procedures and the statistical analysis of data. This series of classes is distinguished from other research and statistical classes by the strong emphasis on mathematical-statistical skills. Positions in these classes require knowledge of such mathematical methods as calculus and matrix algebra, and of such statistical theory as estimation, hypothesis testing, sampling, multivariate regression and correlation, and the design of statistical studies utilizing such theories.

**Salary Range:** \$4,611.00 - \$5,602.00

## **How to Apply for this Examination**

### **Where to Mail:**

The State Examination Application (Form 678) must be POSTMARKED by the U.S. Postal Service no later than the final filing date. Applications POSTMARKED, PERSONALLY DELIVERED, OR RECEIVED VIA INTER-OFFICE MAIL, after the final filing date will not be accepted. Applications may be filed in person or by mail at:

Department of Fish and Game  
Attention: Exam Unit  
1416 Ninth Street, Room 1217-B  
Sacramento, CA 95814

<b>How to Get an Application:</b>	Obtain a State Application (Form 678) at Employment Development Department (EDD) offices, at Department of Fish and Game offices, or you can download one from the web at <a href="http://jobs.ca.gov/OEC/jobs/stateapp.aspx">http://jobs.ca.gov/OEC/jobs/stateapp.aspx</a> .
<b>Accommodations for Persons with Disabilities:</b>	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". The Exam Unit will contact you to make specific arrangements.

## ***Requirements for Admittance to the Examination***

**Minimum Qualifications for Admittance:** Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", "II", or "III", etc. For example, candidates' possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

### **Either I**

One year of experience in California state service performing duties comparable to those of a Statistical Methods Analyst II.

### **Or II**

Experience: Three years of progressively more responsible technical statistical experience in the development of applications of mathematical-statistical theory. (One year of experience in programming complex mathematical or statistical problems for electronic computers may be substituted for one year of experience. The possession of a Master's Degree in Statistics may be substituted for two years of the required experience and a Doctoral Degree in Statistics may be substituted for all three years of the required experience.) And

Education: Equivalent to graduation from college with a major in statistics or other applied science area which has included a minimum of 12 semester hours of progressively more difficult courses in statistics and 12 semester hours of college level mathematics, including a course in calculus. (Additional qualifying experience in the development of applications of mathematical-statistical theory may be substituted for the required education on a year-for-year basis.)

**Make Sure you Also Meet These Conditions:** All applicants must meet the education and/or experience requirements for this examination as of **April 8, 2010**, the final filing date to take this examination.

Applications/resumes require employment history information including "to" and "from" dates (month/day/year), time base, and if applicable civil service class titles. Applications/resumes received without this information MAY BE REJECTED because of incomplete information.

## ***Examination Information***

**Type of Examination:** This examination consists of a qualifications appraisal interview weighted **100.00%**. To obtain a position on the eligible list, you must attain a minimum rating of **70.00%**. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**Interview Dates:** It is anticipated that the interviews will be held during May/June 2010.

**Examination Locations:** Written tests and oral interviews are ordinarily scheduled in Sacramento, Los Alamitos, Napa, Redding, and Fresno. However, interview locations may be limited or extended as the number of candidates and conditions warrant.

**Scope of Examination:**  
**(STUDY THIS to prepare for examination)**

- A. Knowledge of:
1. Statistical theory and methods including sampling, analysis of variance and co-variance, probability theory, correlation and regression, confidence interval estimation, and testing of hypothesis
  2. Mathematical theory and methods including integral and differential calculus and theory of determinants and matrix algebra
  3. Procedures of collecting and processing statistical data
  4. Operation of office equipment used in statistical analysis of data
  5. Machine tabulation techniques
  6. Programming principles and practice for electronic calculating equipment
- B. Ability to:
1. Interpret technical articles in professional journals
  2. Analyze situations accurately and adopt an effective course of action
  3. Prepare clear and concise research reports and present them effectively
  4. Direct the work of others
  5. Analyze data
  6. Present statistical data in graphic and tabular form
  7. Initiate and perform analytical research in statistical methods

**Special Personal Characteristic:**

Statistical Integrity

**Veterans Preference:**

Veterans' preference credits will not be granted in this examination since it does not qualify as an entrance examination under the law.

**Length of List Eligibility:**

The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## ***Questions?***

If you have any questions concerning the Statistical Methods Analyst III examination or the testing process, please contact Cynthia Keisler, Personnel Analyst with the Department of Fish and Game, Human Resources Branch at (916) 653-8120. You may also visit our website at [www.dfg.ca.gov](http://www.dfg.ca.gov).

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## ***Additional General Information***

### **IMPORTANT: What to do if you have not received any notifications:**

**For Written Examinations:** If you have not received your examination notice three days prior to the written test date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

**For Examinations With Out A Written Feature:** If you have not received your examination or progress notice four weeks after the final filing date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

### **Remember, Examinations are Competitive**

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you are not assured a place on the eligibility list. Your performance in the examination is compared to established rating criteria. All candidates who pass are ranked according to their scores.

## How Qualifications are Rated:

**General Qualifications for all Examinations:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

## Additional List Information:

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**Veterans Preference:** California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. Effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS. Directions for applying for veterans preference points are on the Veterans Preference Application form (Form 1093) which is available from the Department of Fish and Game, State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

## Miscellaneous Information:

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

The Department of Fish and Game reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

### California Relay (Telephone) Service for the Deaf or Hearing-Impaired

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922

THE DEPARTMENT OF FISH AND GAME OFFERS EQUAL OPPORTUNITY TO ALL REGARDLESS OF SEX, MARITAL STATUS, RACE, COLOR, RELIGION, POLITICAL AFFILIATION, NATIONAL ORIGIN, ANCESTRY, AGE, SEXUAL ORIENTATION, DISABILITY, OR MEDICAL CONDITION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.